
Department of Personnel (DOP)

Agency: 111

Audit Report: 2004 Statewide Accountability Report

Finding Number: 04-27

Finding: The Department of Personnel has not established adequate internal controls over cash receipts for the Combined Fund Drive.

Resolution: The Department generally agrees with the findings and recommendations of the State Auditor and recognizes management's responsibility to maintain and monitor the internal control structure. It is noted in the audit report that the Department "provided adequate controls over currency and checks received through the mail" and that the weaknesses were in the area of "over-the-counter transactions." In addition, the report recognizes that "the volume of unexpected small-dollar transactions that occurred during the annual campaign" was a contributing cause of the condition. The Department has formally issued a Fundraiser Cash Handling Policy and Procedure for agency use, which has already resulted in a reduced volume of "over-the-counter transactions." The Department is also taking other actions to improve controls in order to resolve the issues discussed in the report.

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